

## Claims

1. An apparatus for managing communications between an event site and prospective planner comprising:

a control unit for establishing a request generated by a planner relating to a desire for event services;

means for assisting a client in formulating a request for proposal to be distributed to event sites throughout the system;

means for distributing the request for proposal to said event sites; and

means for receiving bids from event sites who receive the request for proposal.

2. An event site matching apparatus for managing communications between an event site and a prospective planner seeking to schedule an event:

a control unit for receiving a request from a prospective planner relating to desired event services;

means for assisting the prospective client in formulating a request for proposal to be formatted and distributed throughout a network;

means for distributing the request for proposal throughout a network to a plurality of event sites;

means for event sites to respond to the request for proposal with a bid;

and

means for the prospective planner to request additional information from event site.